Medical Secretaries provide key organization to the medical facility. They assist doctors and office managers with forms, records, and office correspondence. They may assist the office by scheduling appointments, explaining procedures to patients, working with insurance companies, billing, or accounts receivable. Our program equips you with the skills and knowledge you’ll need to succeed in your new career! Classes start every 6 weeks!

How long does it take to complete?
The program runs in four 6-week modules. The internship of 150 hours follows the three classroom instruction modules.

What does this program cost?
The cost for the program is $7,300.00

Are there additional costs?
Yes. You will be responsible for the cost of books and supplies. Estimated fees $1084.35.

Is financial aid available?
Yes! You can apply for FASFA. Help with completing the FASFA application is available in Berks Hall Room B106. No appointment necessary.

Are there scholarships?
RACC does not offer scholarships for the Medical Secretary Program at this time.

How do I register?
Once you complete the A.P.I. test, you’ll need to gather these documents: Government issued photo-ID, Criminal Background Check, Copy of your High School Diploma or GED. Next, you’ll be connected with an advisor to get the registration process started.

What are the requirements?
High School Diploma or GED and age 18 or older. All students must pass the Adult Placement Indicator (A.P.I.) test or provide a college transcript showing one college level English class with a grade of C or better. Three to five years of business or clerical experience is recommended for admission into this program.

How do I take the A.P.I. test?
We administer the test in Kratz Hall, on the 3rd floor at the following times: Tuesday mornings, Wednesday early afternoons, and Monday, Tuesday, and Wednesday evenings. The test is scheduled for 25 minutes. Contact us at 610-375-8818 to schedule your test.

What classes will I take?


Module 3: Career Seminar I, Human Diseases & Disorders, Sim Chart, Spreadsheets I, Medical Terminology III & Anatomy, Medical Insurance & Coding I, and Microsoft Outlook Seminar. 147 Hours

Module 4: Keyboarding II, Career Seminar II and Internship 186 hours.